



## Smith River Rancheria Position Description

**Title:** Maintenance II  
**Class:** Skilled  
**Status:** Full Time/Part Time  
**Supervisor:** Tribal Facilities Maintenance Director  
**Effective Date:** November 2008\*

**Department:** (14) Maintenance  
**FLSA:** Non-Exempt  
**Pay Grade:** IV (\$11.99 - \$16.91)  
**Subordinates:** None

### Position Summary:

This position reports to the Tribal Facilities Maintenance Director and, along with the duties and responsibilities listed below, will also be expected to do any of the duties and responsibilities of the Maintenance I position. The employee serves as a maintenance person to provide adequate upkeep and maintenance of all Tribally owned and operated buildings and properties. By performing a variety of duties to ensure a safe and comfortable environment for Tribal Members and employees. The Maintenance Technician is expected to work as instructed. To work as a part of a team to further the goals of the Smith River Rancheria. This position is non-exempt and has no supervisory duties.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Cleaning and janitorial services on all Tribal property: including solid waste (trash) disposal.
- Switch leach fields as required every six months to ensure adequate drainage of disposal waste water.
- Maintains buildings, performing minor and routine painting and repairs. Repair fences, gates, walls and walk.
- Maintain grounds at all Smith River Rancheria facilities and properties.
- Responsible for all equipment used in the performance of duties. A pickup truck is available to transport materials to and from different jobs.
- Prepare designated properties and areas for all youth & ceremonial programs.
- Maintains cemeteries and assist Tribal Members as needed and/or directed to prepare for memorial services.
- Works as part of the Facilities Maintenance team repairing/maintaining and/or replacing water system equipment including water lines, water meters, pumps, tanks, and other appurtenances necessary to deliver metered water to customers on Tribal property when necessary to ensure service is not interrupted.
- Also participates in the inventory of supplies and equipment.
- Mark streets and other areas for identification of underground utilities as required by underground service alerts.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

### Minimum Qualifications:

- General knowledge of some construction trades.
- Knowledge of Smith River Rancheria goals and objectives.

- Knowledge of care, maintenance, safety, and use of power equipment.
- Knowledge of some carpentry, electrical, and plumbing for minor repairs.
- Knowledge of landscaping and grounds keeping.
- Must be a team player with the ability to multi-task in a fast paced working environment.
- Ability to work irregular hours, including weekends and holidays.
- Ability to work and handle Tribal Member and customers under stress in a professional manner.
- Ability to understand and read water meters each month and prepare reports from readings.
- This position requires frequent local travel depending on the location of jobsite.
- A high school diploma or equivalent is required.
- Comprehensive knowledge of the history, culture and organizational history of the Smith River Rancheria and the Tolowa people is preferred.
- Ability to work effectively with other agencies, the Tribal workforce and other internal and external customers is required.
- Must be willing to study, apply, and pass for a Water Technician Certificate.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

#### **Language Skills:**

Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

#### **Mathematical Skills:**

Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

#### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Certificates, Licenses, Registrations:**

Prefer possession of and maintain a valid, State-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance, in order to drive Tribal Vehicles.

#### **Physical Demands:**

May require the following:

- Climbing up and down slopes, using feet and legs and/or hands and arms; walking for distances over irregular terrain; balancing on wet, slippery, loose or narrow surfaces.
- Stooping and crouching to move through or over brush or other obstacles.
- Reaching and extending hands and arms in any direction.
- Standing for sustained periods of time.

- Verbal expression of ideas or instructions accurately, loudly, and/or quickly and receive detailed information through oral communication.
- Some lifting or moving of objects up to and exceeding 50 pounds.
- Climbing and working on ladders and scaffolding.

**Vision Requirements:**

- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Work Environment:**

The worker is frequently subject to both indoor and outdoor environmental conditions. The worker may be subject to extreme heat or cold for periods of more than one hour. Some work may be performed outdoors under any weather conditions such as rain, wind and/or storms.

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_